

User Committee Meeting

We are gearing up for our May/2005 JIS Circuit Release. In addition, we are providing a Circuit User Committee Meeting. To accomodate the greatest number of JIS users at our meeting, we have scheduled our CCS meeting in conjunction with the PCS training. The dates and times of the upcoming meetings are as follows:

Tuesday, May 17th

Region IV Administrative Office,
Gaylord

CCS (Circuit only) at 10:00 a.m.

Thursday, May 19th

Michigan Hall of Justice, Lansing
PCS (Probate & Juvenile) at 9:30 a.m.
CCS (Circuit) at 1:00 p.m.

Tuesday, May 24th

Dickinson County Sheriff's Dept.,
Iron Mountain
PCS (Probate & Juvenile) at 9:30 a.m.
CCS (Circuit) at 1:00 p.m.

Please contact the helpdesk at 888-339-1547 or by email at ccshelpdesk@courts.mi.gov to make reservations.

Jury Release and SOS Lists

By now, all counties that use the JIS Jury system, should have the March/2005 Jury Release. If it has not already been applied to your system, please contact a circuit team member to schedule this. If your county uses the qualification questionnaire from the JIS Jury system, then the release must be applied **before** the questionnaires are generated, due to a form change.

IN THIS ISSUE:

- User Committee Meeting
- Jury Release and SOS List
- Criminal History Reporting
- Caseload Report
- Summary Disposition
- CCS Website

Also, you should have received your password from the Secretary of State for your 2005 Jury List. However, there was a problem with the format of the list. SOS will be reissuing the list in the near future. Please call JIS with your password if you have not already so that we can load your list onto your system.

Please call if you need assistance with the release, the SOS List or generating the questionnaires.

Criminal History Reporting

All JIS circuit courts have the ability to transmit CHR electronically via the LGNET. You should have received documentation and review of the process via the telephone with Arlena Craven. If you are not receiving CHR responses on your printer from the Michigan State Police, please contact JIS immediately.

Caseload Report

Part 4 of the Caseload Report will be available in this release. We encourage you to run this report at least monthly, and contact us with any questions or problems you incur.

Summary Disposition

We have had several questions on the proper way to dispose of summary dispositions so that they count on line 3

instead of line 6 on the Caseload Report. The proper entry is a court event with the result code of SET, a party designation and a comment as to the summary disposition. If a DISmissal result code is entered, the case will count on line 6, which is inaccurate.

Contacting the Circuit Team

If you have a question or have a reason to contact one of the members on the circuit team, please use the toll free number or our email address below. This will assure that you get prompt attention and you're not waiting for a response.

CCS Website

If you have not visited our website lately, we encourage you to visit www.courts.mi.gov/jis. We have all of our release information, newsletters, and other important information available.

Michigan Hall of Justice
PO Box 30048
Lansing, MI 48909
Telephone 888-339-1547
Fax 517-373-7451

Website:
www.courts.mi.gov/jis

Email:
ccshelpdesk@courts.mi.gov